

Opening Date: July 16, 2014
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 14-81
Monthly Salary: \$5,583
Group/Class: B24/0213
Travel: N/A
Division: Operations & Administration/Information Technology
Number of Positions: 1
Position Number: 1257

JOB VACANCY NOTICE

MS SQL Server Database Administrator (Data Base Administrator IV)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Performs highly complex database administration work. Provides for the effective and efficient storage, retrieval, customization, and archiving of data. Work involves coordinating the planning, development, maintenance, and monitoring of integrated database systems; implementing database policies and procedures; and maintaining data integrity. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Coordinates and/or conducts the design, analysis, and maintenance of database structures.
- Performs database performance monitoring and implements efficiency improvements.
- Designs/implements the procedures necessary to save, retrieve, and recover databases.
- Performs data migrations, load, and/or updates.
- Maintains data standards; prepares and develops database documentation, procedures, and definitions for data dictionaries.
- Assists with capacity planning and monitoring.
- Assists in developing standards, guidelines, and policies designed to ensure the integrity of the database environment.
- Assists in establishing and implementing necessary database security controls.
- Performs related work as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a bachelor's degree in a technology related field.
- Minimum of three (3) years of database administration experience with Microsoft SQL Server 2005/2008/2012.

Preferred Qualifications

- Knowledge of SQL Server Reporting Services and Integration Services.
- Knowledge of Database Management and Development tools.

Knowledge, Skills, and Abilities

- Knowledge of Windows Server 2003/2008.
- Knowledge of database concepts (table design, relationships, indexing strategies and normalization), backup and recovery, and maintenance plans.
- Knowledge of features and limitations of current Internet/Intranet web development technologies including .NET, C#, VBScript and JavaScript.
- Strong skills in constructing stored procedures.
- Ability to prepare and maintain system and user documentation.
- Knowledge of project management and software development lifecycle.
- Strong analytical, organizational and decision making skills.
- Ability to communicate technical issues effectively both verbally and in writing.
- Demonstrated ability to work in a team environment; skill in negotiating and facilitating work-related interaction with professionals in order to achieve goals and objectives.

Remarks

- Copy of required academic transcripts and/or licensures must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.state.tx.us/jobs

Job Vacancy Notice (cont.)

Posting number 14-81

Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.